

Regional Initiatives

7 months (25 weeks)

Development of the Request for Grant Application (9 weeks)

12/1/2008 -- 2/2/2009

Publish/Post Request for Grant Application (6 weeks)

2/2/2009 -- 3/17/2009

RFGA Closes & Review Process Begins (4 weeks)

3/17/2009 -- 4/15/2009

Present Review
Committee
Recommendations
(4 weeks)

4/15/2009 - 5/15/2009

Approval of Awards
(1 week)

6/8/2009 - 6/15/2009

Award Notices Distributed (1 week)

6/16/2009 - 6/24/2009

Awards begin 7/1/2009

Regional Grant Process Major Tasks

- Working with Regional Staff and Councils to develop Scope of Work based on Regional Needs/Assets Report & FTF Board Priorities
- Working with Evaluation Team to develop required measures
- Internal & Regional Staff review & approval of RFGA
- approval of RFGA
 Prior to RFGA
 release conducting
 Regional
 informational
 meetings to discuss
 how RFGAs work
 and to help
 participants build
 skills in grant
 application
 development

- Collection of email addresses for Notice of Intent and RFGA Posting
- Staff works with State Procurement to get other vendor lists appropriate for early childhood development & health programs
- Posting the final RFGA on the First Things First (FTF) website
- Formal Application Conference to discuss content of the RFGA is held
- Amendments as necessary are posted to the FTF website
- Communication with stakeholders about RFGA opportunities

- Review Teams are established during the final development and posting of RFGA
- Review Teams are trained on the RFGA & Evaluation Process
- Applications are publicly received
- Applications are internally reviewed for susceptibility
- Review Team members submit confidentiality & conflict of interest signed statements and forms
- Review Teams receive applications for individual review and scoring
- Review Teams meet to discuss each application submitted and consensus scoring
- Review Teams may include Council members

- Review Committee determines if clarifications of applications are needed
- Staff collects
 clarifications and
 present
 recommendations of
 the Review Teams to
 Councils
- Councils provide their recommendations for funding to the FTF Board for consideration

- Regional Councils determine approval or rejection of any or all recommendations of the Review Team
- Regional Councils make funding recommendations to the FTF Board
- FTF Board Members have appropriate period of time before the board meeting to receive information about recommendations and the review process
- FTF Board
 determines approval
 or rejection of any or
 all recommendations
 of the Regional
 Council

- After final decision of the FTF Board, staff will issue award and acceptance letters to awardees
- Programs begin
- Staff will distribute formal award packets to grantees
- Grantees will
 participate in a
 formal award
 orientation meeting
 (held in region)
- On-going program implementation at the grantee level
- On-going grants management (grant contract, fiscal, evaluation, regional program/policy)
- Technical
 assistance and
 support to grantees
 as necessary by all
 FTF divisions
- On-going updates provided to Councils and FTF Board on grant, program and evaluation status